



**NOTE:** This presentation focuses mainly on building permits and the Building Department as they have the most comprehensive use of the system. Some information may not apply to different departments. Please contact the individual departments with questions about relevance.

Due to program and time constraints, the release of some items scheduled to be discussed in this meeting have been removed from the agenda and postponed. Please check our website at [clallamcountywa.gov](http://clallamcountywa.gov) for updates.

# Online Permitting System Seminar

**JULY 12<sup>TH</sup>, 2024**

**10:00 AM – 12:00 PM**

**BOCC BOARD ROOM**

# Part 1: Introduction

- ▶ System Transition Recap
- ▶ Questions

# System Transition Recap

## ▶ **Transitioning from Old to New:**

- ▶ Comprehensive data entry into the old system (one currently seen online and linked to the GIS portal) ceased on June 3rd, 2024, but some data was being entered on an as needed basis. The system is no longer being updated as of June 10th, 2024.
- ▶ New document uploads to the old system ceased in January 2024.
- ▶ Any permit numbers assigned between June 3<sup>rd</sup> and 10<sup>th</sup> will not be valid in the new system and will be assigned new numbers. Contacts associated with the permits will be notified of the change and the originally assigned number will be referenced on the new case.
- ▶ Permits submitted before the March building code change and are waiting on additional submittal documents will also receive new permit numbers.
- ▶ A list of affected permits is available on our website

## ▶ **Go Live:**

- ▶ Internally departments transitioned to the new system on June 11<sup>th</sup>, 2024
- ▶ Public access to the new system begins July 15<sup>th</sup>, 2024

# System Transition Recap

- ▶ **Data Transfer – Active Permits:** Due to program constraints, some data did not populate ideally or at all
  - ▶ Permit Progression: Any inspections or permit review sign-offs will not initially be available for active permits
  - ▶ Fees: All transferred fees, whether they were paid or not, are showing as paid and are unable to be deleted or altered
  - ▶ Linked Records: If multiple permits were obtained for one project (such as drainage, septic, water, and a building permit) they may or may not be linked together
  - ▶ Documents: Documents transferred from the old system are becoming available over time, with an unknown completion date

# System Transition Recap

- ▶ **Data Transfer – Non-Active Permits:** These permits will not have their information updated unless it is deemed absolutely necessary. Therefore, the following information for those permits will not be available:
  - ▶ Permit progression
  - ▶ Fees
  - ▶ Contacts

Questions?

# Part 2: CSS Overview

- ▶ Permits vs Plans
- ▶ Naming Conventions
- ▶ Accessing CSS (Citizen Self Service)
- ▶ Permit and Plan Search
- ▶ Viewing a Building Permit
- ▶ Creating an Account
- ▶ Navigating the Dashboard
- ▶ Questions

# Permits vs Plans

## Responsible Department:

(B) = Building

(C) = Commissioners

(EH) = Environmental Health

(P) = Planning

(PW) = Public Works

## Permits

- ▶ Building (B)
- ▶ Fire (B)
- ▶ Fire, Life, Safety Inspections (B)
- ▶ Septic (EH)
- ▶ Public Water System (EH)
- ▶ Right of Way (PW)
- ▶ Road Approach (PW)
- ▶ SOM (Septic Operations and Maintenance) (EH)
- ▶ Sewer (PW)
- ▶ Solid Waste Facility (EH)
- ▶ Special Use/Event (PW)
- ▶ Waiver from On-Site Regulations (EH)

*Generally Building, Roads (PW), and Septic (EH) Departments*

## Plans

- ▶ Addressing (B)
- ▶ Annexation (C)
- ▶ Boundary Line Adjustment (P)
- ▶ Certificate of Compliance (Geotech, Wetlands, etc.) (P)
- ▶ Code Interpretation (P)
- ▶ Conditional Use (P)
- ▶ SEPA (P)
- ▶ Flood Hazard (P)
- ▶ Land Division (P)
- ▶ Lot Combination (P)
- ▶ Pre-Application Conference (P)
- ▶ Rezone (P)
- ▶ Shoreline (P)
- ▶ Soils Site Registration (EH)
- ▶ Stormwater (Drainage) (PW)
- ▶ Timber Conversion (P)
- ▶ Variance (P)
- ▶ Water Rule Mitigation (B)
- ▶ Well Site Verification (EH)
- ▶ WCF (P)
- ▶ Zoning (P)

*Generally Planning, Stormwater (PW), Water (EH) Departments*

# Naming Conventions

## ▶ **Historical Records:**

- ▶ **ADR:** Address
- ▶ **BPT:** Building Permit
- ▶ **FLS:** Fire, Life, Safety

## ▶ **New Permitting System:**

- ▶ **BADR:** Building – Address
- ▶ **BCOM:** Building – Commercial
  - ▶ Commercial, Wireless Communication Facility
- ▶ **BMAN:** Building - Manufactured Home
  - ▶ **NOTE:** *No longer contains Modular Homes*
- ▶ **BMEC:** Building - Mechanical
  - ▶ HVAC, Miscellaneous, Propane, Solar Panels, Wood Burning Appliance

## ▶ **BMISC:** Building - Miscellaneous

- ▶ Deck, Demolition, Fence, Foundation Only, Ham Radio Tower, Plumbing, Re-Roof, Retaining Wall, Swimming Pool

## ▶ **BRES:** Building - Residential

## ▶ **BSIGN:** Building - Sign

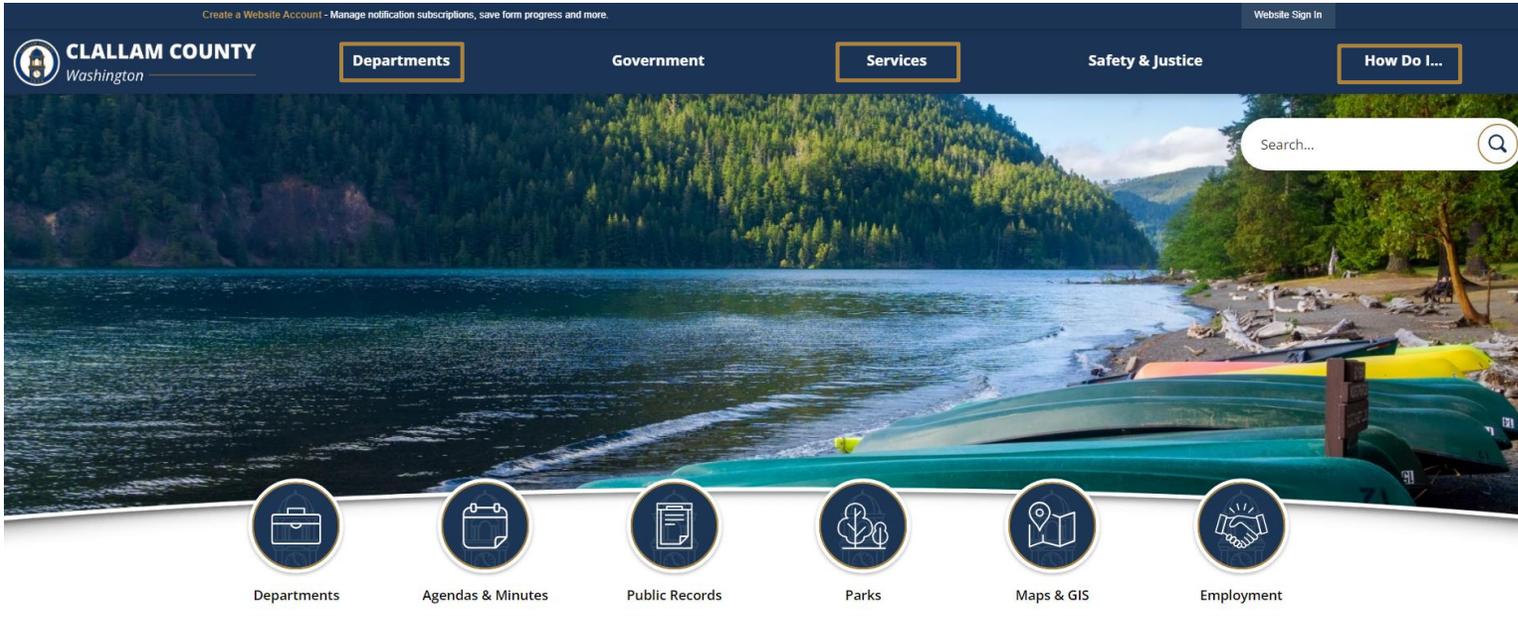
## ▶ **BUST:** Building - Underground Storage Tank

- ▶ New Placement, Removal/Decommissioning

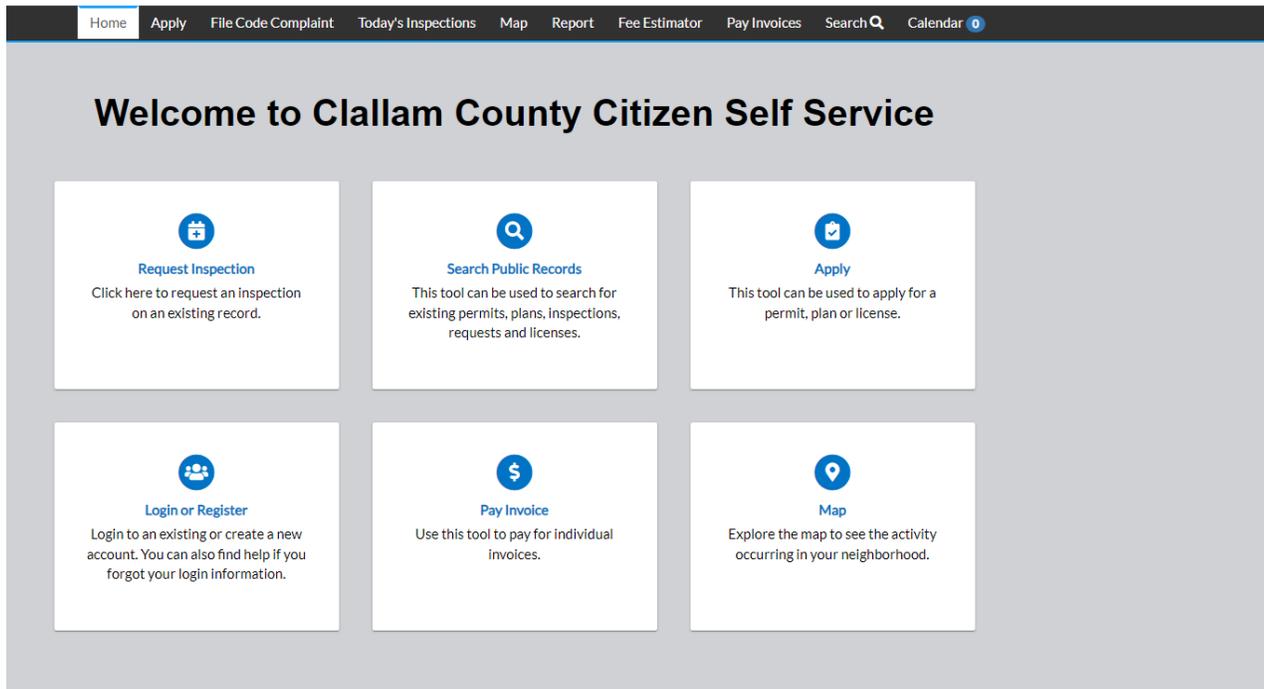
## ▶ **BFIRE:** Building - Fire

- ▶ Alarm, Construction, Operational Activity, Suppression/Sprinkler

## ▶ **BFLS:** Building - Fire, Life, Safety



[Login or Register](#)



# Accessing CSS

► Through our website:

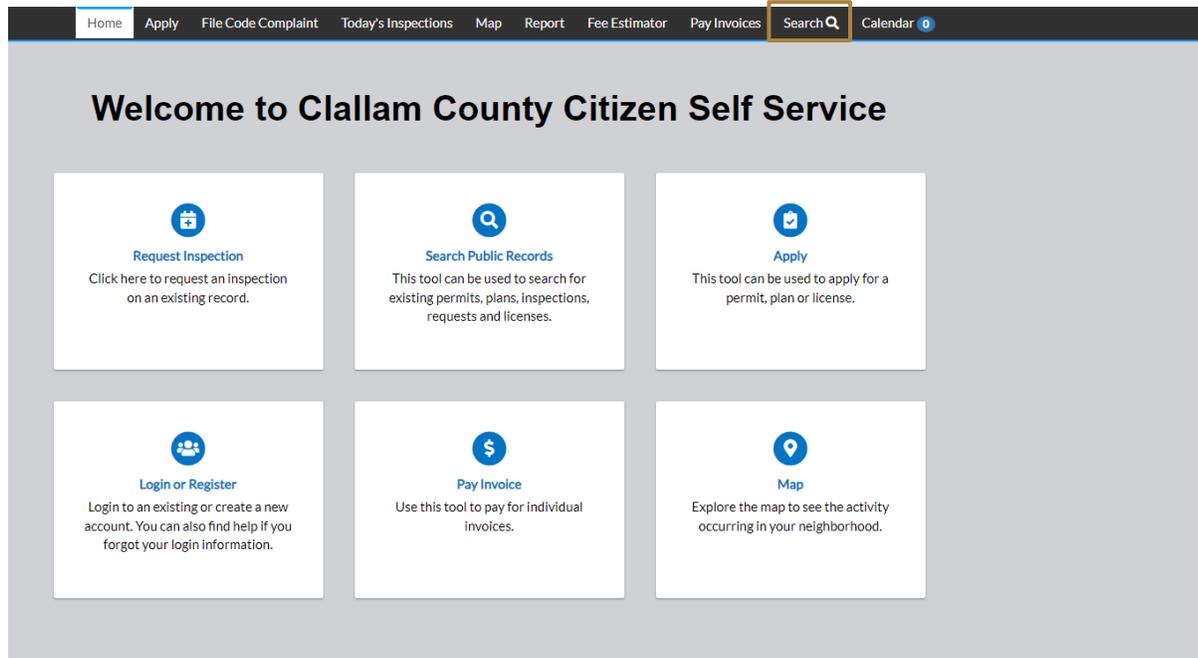
► [Clallamcountywa.gov](https://clallamcountywa.gov) →

► How do I

► Departments

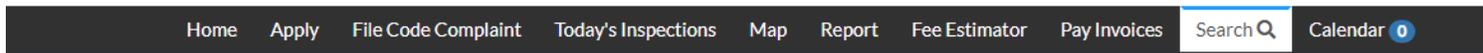
► Services

► Direct Link: <https://clallamcountywa-energovweb.tylerhost.net/apps/selfservice#/home>



# Permit and Plan Search

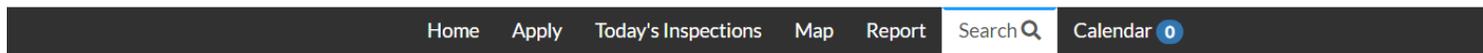
- ▶ Click the "Search" button from the top menu bar
- ▶ Adjust search criteria if desired
- ▶ Enter in search information
  - ▶ Permit Number
  - ▶ Address
  - ▶ Inspection Number
  - ▶ Parcel Number
  - ▶ Etc.
- ▶ Click "Search" (do not hit the enter button on your keyboard)



## Public Information

Search All for   Exact Phrase

- All
- Permit
- Plan
- Inspection
- Request
- Project



## Public Information

Search All for   Exact Phrase

### Public Information

Search  for   Exact Phrase

Found 13 results

**Filter Results**

- All **13**
- Permit **2**
- Plan **2**
- Inspection **9**

<a href="#">Next</a>   <a href="#">Top</a>   <a href="#">Paging Options</a>   <a href="#">Filter Options</a>   <a href="#">Main Menu</a>	
<b>Permit Number</b> BPT2008-00115 <b>Type</b> Building - Historical - Historical (Building) <b>Project Name</b> <b>Status</b> Finalized <b>Main Parcel</b> 053007530155 <b>Address</b> 150 N Brook Ave Port Angeles WA 98362	<b>Applied Date</b> 02/19/2008 <b>Issued Date</b> 03/04/2008 <b>Expiration Date</b> 03/04/2010 <b>Finalized Date</b> 07/17/2008
<a href="#">Previous</a>   <a href="#">Next</a>   <a href="#">Top</a>   <a href="#">Paging Options</a>   <a href="#">Filter Options</a>   <a href="#">Main Menu</a>	
<b>Permit Number</b> BPT2007-00707 <b>Type</b> Building - Historical - Historical (Building) <b>Project Name</b> <b>Status</b> Finalized <b>Main Parcel</b> 053007530155 <b>Address</b> 150 N Brook Ave Port Angeles WA 98362	<b>Applied Date</b> 09/19/2007 <b>Issued Date</b> 10/11/2007 <b>Expiration Date</b> 10/11/2009 <b>Finalized Date</b> 07/17/2008
<a href="#">Previous</a>   <a href="#">Next</a>   <a href="#">Top</a>   <a href="#">Paging Options</a>   <a href="#">Filter Options</a>   <a href="#">Main Menu</a>	
<b>Plan Number</b> PRV2007-00077 <b>Type</b> Pre-Application Conference <b>Expiration Date</b> <b>Main Parcel</b> 053007530155 <b>Address</b> N Brook Ave Port Angeles WA 98362	<b>Applied Date</b> 10/03/2007 <b>Completion Date</b> <b>Status</b> Review Expired <b>Project Name</b>
<a href="#">Previous</a>   <a href="#">Next</a>   <a href="#">Top</a>   <a href="#">Paging Options</a>   <a href="#">Filter Options</a>   <a href="#">Main Menu</a>	
<b>Plan Number</b> ADR2007-00311	<b>Applied Date</b> 12/06/2007

# Permit and Plan Search

- ▶ Filter Results
  - ▶ Permits
  - ▶ Plans
  - ▶ Inspections: Due to the way the data was transferred from the previous system, not all inspections will be listed.
- ▶ Export
  - ▶ Puts the search results into an Excel spreadsheet
- ▶ Globe Button
  - ▶ Opens the map within CSS
  - ▶ **NOTE:** Maps within CSS are not as comprehensive, and possibly not as current, as the GIS maps available through [clallamcountywa.gov](http://clallamcountywa.gov)

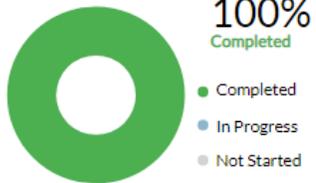
- Permit cannot be printed at this time. You do not have access to it.

Permit Details | Tab Elements | Main Menu

Type:	Building - Historical - Historical (Building)	Status:	Finalized	Project Name:	
IVR Number:	45947	Applied Date:	09/19/2007	Issue Date:	10/11/2007
District:	1	Assigned To:		Expire Date:	10/11/2009
Finalized Date:	07/17/2008				
Description:	SEWER IMPROVEMENT PUMP STATION # 12				

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

### Progress



### Workflow

- ✓ FOOTING INSPECTION - Passed : 11/19/2007
- ✓ UNDERSLAB PLUMBING INSPECTION - Passed : 11/27/2007
- ✓ FRAMING INSPECTION - Passed : 12/27/2007
- ✓ INSULATION (CEILING) INSP - Passed : 01/07/2008
- ❌ FINAL INSPECTION - Failed - Re-inspection required : 07/01/2008
- ✓ LANDSCAPING INSPECTION - Passed : 07/16/2008
- ✓ FINAL INSPECTION - Passed : 07/17/2008

### Available Actions

No Actions

### Fees

\$0.00

View Details

Add to Cart

# Viewing a Building Permit

► **NOTE:** Some information is restricted to authorized users only (contacts assigned to the record)

► 1. This section provides a general overview of the project and its status and important dates

► 2. Where you can navigate to see different details of the project.

► 3. Progress gives a generalized idea as to how many of the permit steps have been completed

► 4. Displays any open fees that can be paid

► 5. This section will state what steps there are throughout the permit process

► 6. Here you can see what items are available to complete such as inspections, fees, and submittals

Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">200806120744251760</a>	Final inspection for Miscellaneous Building Permits (Deck, Demo, Fence, Foundation, Ham Radio Tower, Plumbing, Re-Roof, Retaining Wall, Swimming Pool	Failed - Re-inspection required	07/01/2008	07/01/2008		
<a href="#">200807011557003470</a>	Final inspection for Miscellaneous Building Permits (Deck, Demo, Fence, Foundation, Ham Radio Tower, Plumbing, Re-Roof, Retaining Wall, Swimming Pool	Passed	07/17/2008	07/17/2008		
<a href="#">200710031622380220</a>	Footing	Passed	11/19/2007	11/19/2007		
<a href="#">200710031624024390</a>	Framing	Passed	12/27/2007	12/27/2007		
<a href="#">200801070752248320</a>	Insulation - Ceiling	Passed	01/07/2008	01/07/2008		
<a href="#">200711270747390110</a>	Under-slab Plumbing	Passed	11/27/2007	11/27/2007		
<a href="#">200710031624099520</a>	used for inspection of landscaping plan	Passed	07/16/2008	07/16/2008	Ballard Greg	

Results per page 10 1 - 7 of 7

# Viewing a Building Permit

- ▶ The “Inspections” tab will show the status and results of each inspection
- ▶ Each inspection can be opened to access its individual details such as any attachments specific to the inspection
  - ▶ Inspections and results will be covered in more detail in Part 3

Attachments



Attachment

[BPT2007-00707.PDF](#)

Uploaded: 09/20/2007

Notes: BUILDING PERMIT APPLICATION (Created: 2007-09-20 By: ARW)



Attachment

[FINALED BPT2007-00707.PDF](#)

Uploaded: 10/28/2008

Notes: FINALED BPT FOR SEWER IMPROVEMENT PUMP STATION #12 (Created: 2008-10-28 By: ARW)

- ▶ “Attachments” will show the documents that are available to the case

**More Info**

Historical

[Top](#) | [Main Menu](#)

Scope Of Work	SEWER IMPROVEMENT PUMP STATION # 12
Sub Type	C
Report Code	COMMERCIAL BUILDING
Project Valuation	\$9,233.00
Occupancy Group	U
Construction Type	IIIB
Code Edition	2006 IBC
Energy Path	
Buildings	1
Number of Units	1
Number of Stories	1
Number of Bedrooms	
Number Of Bathrooms	
Number of 1/2 Bathrooms	
Number of Plumbing Drains	
Number of Fireplaces	
Number of Woodstoves	
Number of Fireplace Inserts	
Heat Source 1	

# Viewing a Building Permit

▶ The “More Info” tab will list the specific attributes of the project such as:

- ▶ Scope of Work
- ▶ Code Edition
- ▶ Number of Beds/Baths
- ▶ Square Footages
- ▶ Heat Sources

# Welcome to Self Service

You are being redirected to Tyler Identity login page for authorization purposes. Once authenticated, you will be logged into CSS. Thanks SR

Cancel

Continue



Sign In to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

This field cannot be left blank

Keep me signed in

Next

[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)



Sign up

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

Sign Up



Verify with your email

Haven't received an email? [Send again](#)

We sent an email to [amber.jannausch@gmail.com](mailto:amber.jannausch@gmail.com). Enter the verification code in the text box.

Enter Code

129815

Verify

[Return to authenticator list](#)

[Back to sign in](#)

# Creating an Account

- ▶ Click the "Login or Register" button in the top right corner
- ▶ Click continue
- ▶ Click "Sign Up" at the bottom
- ▶ Complete the form
- ▶ Verify your email

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

Registration

Step 2 of 3: Personal Info

First Name

Middle Name

Last Name

Company

\* Contact Preference

\* Email Address

\*REQUIRED

Additional Contact Information

Back

Next

# Creating an Account

- ▶ Click "Continue"
- ▶ Complete the "Personal Info" section
  - ▶ Click "Additional Contact Information" to see additional fields
- ▶ **IMPORTANT: Email addresses are how the system knows to link an account to a permit or a plan**

Hide

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

# Creating an Account

- ▶ Complete the additional fields and then click "Next"
- ▶ Enter your address and then click "Submit"

## Registration

Step 3 of 3: Address

\* Address  \*REQUIRED

City

State

Postal Code

Questions?

# Part 3: Permits and Plans

- ▶ Glossary
- ▶ Procedure and Policy Review – Building Department
- ▶ Applying for a Permit / Plan
  - ▶ Location
  - ▶ Type
  - ▶ Contacts
  - ▶ More Info
  - ▶ Attachments
  - ▶ Signature
  - ▶ Review and Submit Application
- ▶ Navigating the Dashboard
- ▶ Overview: My Permits
- ▶ Fees
- ▶ Application Review
- ▶ Plan Review
- ▶ Confirm Pre-Issuance Requirements are Met
- ▶ Issued Permit
- ▶ Building Permit
- ▶ Inspection Record
- ▶ Requesting Inspections
- ▶ Daily Routing
- ▶ Inspection Results and Fees
- ▶ Inspection Roadblocks
- ▶ Final Inspections
- ▶ Resources
- ▶ Questions

# Glossary

- ▶ **Deferred Submittal:** Collection of, or individual document that was not provided during the application submittal requiring additional information to be provided and reviewed prior to workflow progression after a certain point. Minimum \$75 fee for review
  - ▶ **Ex:** Trusses or mechanical system(s) specification sheets and model numbers
  - ▶ Typically displayed as a hold on the permit
- ▶ **Hold:** Requirement preventing the progression of a permit after a certain point
  - ▶ **Ex:** Water Mitigation, Deferred Submittal, Special Inspection, Pending Applicant Information, Fees Due
- ▶ **Special Inspection:** Inspection that must be conducted by a third-party inspector or engineer who then generates a report that must be submitted and approved by the county plans examiner prior to work progression
- ▶ **Submittal:** Collection of, or individual document submitted for review
- ▶ **Workflow:** The progression of a permit through steps and actions
  - ▶ **Workflow Action:** Individual progression points of a permit
    - ▶ **Ex:** Individual Inspection, Deferred Submittal, Special Inspection
  - ▶ **Workflow Step:** Collection of actions grouped together (typically not visible to the public)
    - ▶ **Ex:** Building Inspections, Departmental Reviews, Final Inspections

# Procedure and Policy Review- Building Department

## ▶ **Submittals:**

- ▶ \*Paper in any form will no longer be accepted by the Building Department starting Monday, July 15<sup>th</sup>, 2024
- ▶ \*All documents will have to be digitized and uploaded
- ▶ **\*NOTE:** *Applications are built into the program and do not need to be filled out separately and submitted*

## ▶ **Revisions:**

- ▶ \*Once a revision is submitted, no other workflow progression can be done until the revision is approved
- ▶ \$75/hour plan review charge with a minimum of 1 hour billed

## ▶ **Truss Review/Deferred Submittals:**

- ▶ Subject to same fees as a revision
- ▶ There is not a fee for truss review when submitted with the application

## ▶ **Mechanical Permits:**

- ▶ \*Now being reviewed by all departments prior to release
- ▶ Please expect a two-week turnaround on these types of permits

\* Denotes new procedure/policy

## Printing and Scanning Resources:

### **In Graphic Detail:**

(360) 582-0002  
[cadd@ingraphicdetail.com](mailto:cadd@ingraphicdetail.com)  
175 W. Bell St  
Sequim, WA 98382

### **Public Library:**

- Port Angeles:  
(360) 417-8500  
2210 S Peabody St,  
Port Angeles, WA 98362
- Sequim:  
(360) 683-1161  
609 W Washington St, Unit 21  
Sequim, WA 98382
- Forks:  
(360) 374-6402  
171 S Forks Ave  
Forks, WA 98331
- Clallam Bay:  
(360) 963-2414  
16690 HWY 112  
Clallam Bay, WA 98326

# Procedure and Policy Review- Building Department

## ▶ Inspections:

- ▶ West End (West of Joyce/Piedmont or Lake Crescent)– Tuesdays and Thursdays only
  - ▶ \*We are planning to transition to doing inspections M-F by the end of the year
- ▶ The following instances result in an automatic **FAILED** inspection with a \$75 re-inspection fee:
  - ▶ No permit and/or permit documents readily available on-site
  - ▶ Not ready for inspection
  - ▶ \*More than 15 minutes late for a specifically timed inspection (ex: fire permits)
    - ▶ **NOTE:** *These specifically scheduled inspections are only on a case-by-case basis*
- ▶ If a specific inspection fails twice, a \$75 re-inspection fee will be applied and collected prior to scheduling each inspection thereafter until passed
- ▶ \*Morning vs afternoon inspections will no longer be catered to
  - ▶ Ex: Do not expect a morning inspection for rebar so that you can pour in the afternoon
- ▶ If we cannot see what is supposed to be inspected (ex: materials blocking the inspection of shear walls or sheetrock is installed before the plumbing is inspected), the inspection would be considered “not ready” and subject to the \$75 re-inspection fee
  - ▶ Any work covered up will either need to be exposed for county inspection or inspected by a third-party inspector as a special inspection. No additional inspections can be scheduled until resolved.

\* Denotes new procedure/policy

## Application Assistant

Search for application names and keywords 

All

Trending

My History

PERMITS

PLANS

> Show Categories

Show My Templates



### Commercial Building Permit

Category Name:  
Building

Description:  
Use for commercial(non-residential) building permits.

Apply



### Construction Activity

Category Name:  
Building

Description:  
New installation or modification of existing system that requires a construction activity permit per IFC.

Apply



### Deck

Category Name:  
Building

Description:  
Use for new, repair, or replacement of decks and/or railings.

Apply



### Demolition

Category Name:  
Building

Description:  
Demolition of an existing structure

Apply

# Applying for a Permit / Plan

- ▶ Click the “Apply” button at the top
- ▶ You can narrow down the options displayed
  - ▶ **Trending:** Displays permits/plans that others have recently applied for
  - ▶ **My History:** Displays past permit/plans that you have applied for
  - ▶ **Permits / Plans:** Separates by type of application
- ▶ **Show Categories:** Not set up at this time
- ▶ **Show My Templates:** You can save an application as a template to save time for future use.
  - ▶ This will be helpful for contractors who apply for similar permits over and over (ex: Re-Roof or spec homes)
- ▶ Find the correct permit / plan and then click “Apply”



Enter Manually

Country Type

Enter Address

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

Apply for Permit - Residential Building Permit

REQUIRED



LOCATIONS

**Type: Location**  
 US  
 141 Cline Spit Rd., Sequim,  
 WA, 98382  
**Main Address**

Create Template

Save Draft

# Applying for a Permit / Plan

## Location

- ▶ Enter in address information and click "Save"
- ▶ **NOTE:** Always search for the address first in the "Enter Address" field
- ▶ **Address Line 1:** House number
- ▶ **Pre-Direction:** Prefix to the road name (ex: N, E, S, W)
- ▶ **Address Line 2:** Street name
- ▶ **Street Type:** Street designator (ex: RD, ST, AVE, WAY)
- ▶ **Post Direction:** ex: N, E, S, W
- ▶ **Unit of Suite:** ex: "Unit B", "Suite 220"
- ▶ Click "Next" to finish with location

▶ Example:

12345 NW First AVE S Suite 678; Sequim, WA 98382

Country Type

Enter Address

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

# Type

## Apply for Permit - Residential Building Permit

**REQUIRED**



### PERMIT DETAILS

\* Permit Type

Description

▶ For most permits, a type will have to be designated:

▶ Commercial

▶ **Types:** Commercial, Wireless Communication Facility

▶ Mechanical

▶ **Types:** HVAC, Miscellaneous, Propane, Solar Panels, Wood Burning Appliance

▶ Miscellaneous

▶ **Types:** Deck, Demolition, Fence, Foundation Only, Ham Radio Tower, Plumbing, Re-Roof, Retaining Wall, Swimming Pool

▶ Underground Storage Tank

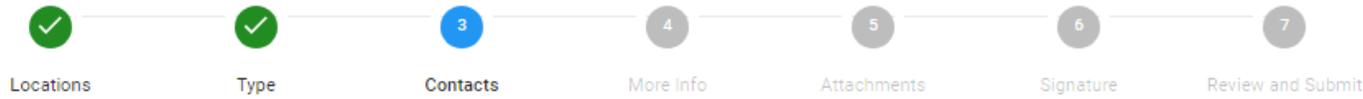
▶ **Types:** New Placement, Removal/Decommissioning

▶ Fire

▶ **Types:** Alarm, Construction, Operational Activity, Suppression/Sprinkler

▶ Description does not need to be entered

▶ Click "Next"



CONTACTS

The interface shows an 'Applicant' card for Amber Jannausch (You) with address 223 E 4th, Port Angeles, WA, 98362. Below it are three blue boxes for 'Owner', 'Contractor', and 'Owner/Builder', each with an 'Add Contact' button and a plus sign. A vertical dashed line with 'OR' is between 'Contractor' and 'Owner/Builder'. Each box has a 'REQUIRED' label at the bottom.

A blue modal form with a 'Select Type' dropdown menu and an 'Add Contact' button with a plus sign.

# Contacts

- ▶ Depending on the permit / plan type being applied for, different contacts will be required
- ▶ All contacts should be added to a project, even if they are not listed as required
  - ▶ Examples: Architect, drafter, engineer, agent

A dropdown menu with the following options: Agent, Applicant, Architect, Contractor, Developer, Engineer, Owner, Owner/Builder.

[Back to Application](#)

## Add Contact

Add Contact As : Owner

Search

Sort  ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="checkbox"/>				CLALLAM COUNTY PUBLIC WORKS		<input type="button" value="Add"/>
<input type="checkbox"/>				CLALLAM COUNTY PUD		<input type="button" value="Add"/>
<input type="checkbox"/>				CLALLAM COUNTY FIRE DIST 3		<input type="button" value="Add"/>
<input type="checkbox"/>				CHURCH OF CHRIST CLALLAM BAY		<input type="button" value="Add"/>
<input checked="" type="checkbox"/>				CLALLAM COUNTY		<input type="button" value="Add"/>

[Back to Application](#)

## Add Contact

Add Contact As : Owner

## My Favorites

First Name	Last Name	Address	Company	Email	Action
			CLALLAM COUNTY		<input type="button" value="Add"/>

Results per page  ▾ 1 - 1 of 1 << < 1 > >>

Applying for a  
Permit / Plan

# Contacts

► Best practice is to **ALWAYS** search for a contact first (or use a favorite) and only enter in a contact manually if they are not already loaded.

► Why? Because this allows a contact to be linked to all their projects and have them show up on their dashboard

► *Don't forget to check for other spellings of names*

► If the contact exists, click the "Add" button.

► You can also mark a contact as a "Favorite" by clicking the star button. They will then show up in your "My Favorites" contact list

► If a contact is already saved as a favorite, click "My Favorites" and then "Add" for the contact

[Back to Application](#)

## Add Contact

Add Contact As : Contractor

Search

Enter Manually

My Favorites

### Enter Manually

Certificates

[Click here to add certificate](#)

First Name

Example

Last Name

Contractor

Company Name

Example Contracting

Email

example.contractor@email.com

Home Phone

(123) 456-7890

Mobile Phone

(123) 456-7890

Business Phone

Submit

Applying for a  
Permit / Plan

# Contacts

- ▶ If a contact was not already loaded, then manually enter in their information and then click "Submit"
- ▶ If a new contractor is being loaded, their contractor's license needs to be added as a certificate
  - ▶ Click "Click here to add certificate"
  - ▶ Select "State Certification" for the "Type"
  - ▶ Enter in their license number from the L&I website <https://secure.lni.wa.gov/verify/>
  - ▶ Click "Verify" and then enter any additional required information
    - ▶ This will confirm their contractor's license is valid and active with the Department of Labor and Industries

### Add Certificate

\*Type

Select Type

\*Certificate Number

Cancel

Verify

### Add Certificate

\*Type

Select Type

\*Certificate Number

State Certification

Cancel

Verify

# Contacts

► Make sure all contacts are loaded for the project, and then click "Next"

## Apply for Permit - Residential Building Permit

REQUIRED



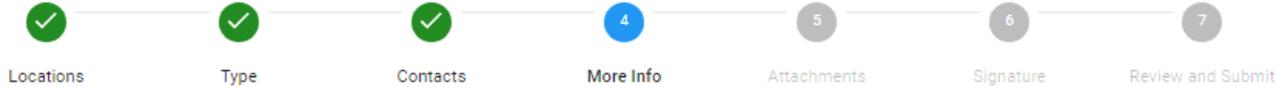
### CONTACTS

<p><b>Applicant</b></p> <p>Amber Jannausch (You)</p> <p>223 E 4th, Port Angeles, WA, 98363</p>	<p><b>Owner</b></p> <p>Clallam County</p> <p>Remove</p>	<p><b>Contractor</b></p> <p>Example Contractor</p> <p>Example Contracting</p> <p>Remove</p>	<p>Select Type</p> <p>Add Contact</p> <p>+</p>
--	---	---	--

Back

Save Draft

Next



MORE INFO

Project Attributes

[Next Section](#) | [Top](#) | [Main Menu](#)

\*General Description of Project

<input type="checkbox"/>	Accessory Dwelling Unit (ADU)
<input type="checkbox"/>	Accessory Structure (Garage, Carport, Shed, etc.)
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Agricultural Structure
<input type="checkbox"/>	Built Without Permit (BWOP)
<input type="checkbox"/>	Change of Use
<input type="checkbox"/>	Modular Placement
<input type="checkbox"/>	Remodel
<input checked="" type="checkbox"/>	Single Family Dwelling
<input type="checkbox"/>	Two Family Dwelling

\*Scope Of Work

Single family dwelling with attached garage

\*Existing Number of Stories

0

\*Existing Number of Bedrooms

0

# More Info

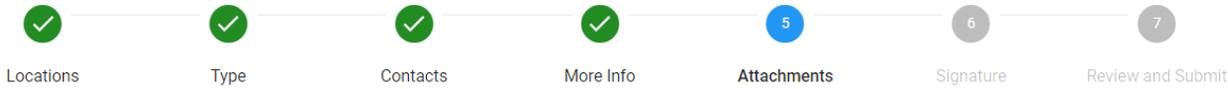
- ▶ This section is where you provide the details about the project
- ▶ Provide as much information as possible
- ▶ Required fields are marked with an “\*”
- ▶ Do not fill in boxes labeled as “Staff Use Only”, “Staff Only”, or “Historical Use Only”
- ▶ Incomplete applications may be returned or denied
- ▶ Fees may be adjusted if incorrect information is provided
- ▶ If you have questions when filling out this section, please contact the department whose application it is for (see “Permits vs Plans” slide)
- ▶ When the section is complete, click “Next”

Back

Create Template

Save Draft

Next



Attachments

Please upload all applicable files for review. Incomplete file sets will either not be reviewed, or additional fees may be added for deferred submittals. Please see notes below for files required at application submittal.

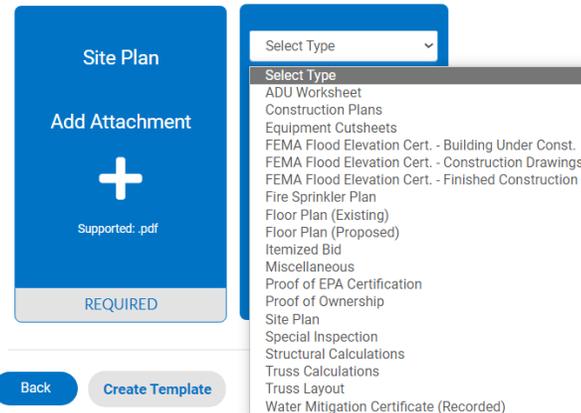
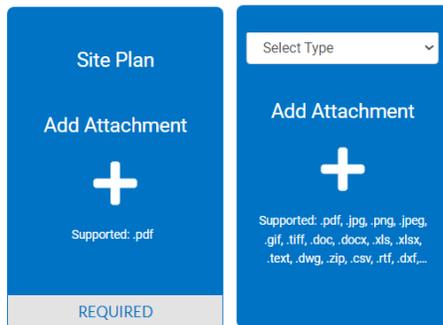
**Files Required at Application Submittal:**

- **ADU Worksheet:** Required if the proposed home or an existing home will be considered an Accessory Dwelling Unit as a result of this permit.
- **Construction Plans OR Floor Plan (Existing) AND Floor Plan (Proposed):** Majority of projects will have a set of construction plans. Floor Plans (Existing and Proposed) are for remodels or change of use projects that do not change the square footage of the structure.
- **Equipment Cutsheets:** Required for projects that involve mechanical systems.
- **FEMA Flood Elevation Cert - Construction Drawings:** Required when there is new construction, or an addition being proposed within a floodplain.
- **Itemized Bid:** Required for remodel projects.
- **Miscellaneous:** Use this for any items that might be required for project review that do not fall within a different category. Example: Authorization letter from owner for a tenant improvement project.
- **Proof of Ownership:** Required if the property was recently acquired.
- **Site Plan:** Required for new construction, additions, or projects that involve mechanical systems outside of the structure (ex: adding a propane tank). See <https://www.clallamcountywa.gov/DocumentCenter/View/7282/Site-Plan-Requirements-Checklist?bidId=> for additional details and requirements.
- **Structural Calculations:** Required if the project must be engineered.
- **Truss Calculations:** Required for projects installing trusses and are not included as part of the structural calculations.
- **Truss Layout:** Required for projects installing trusses and are not included as part of the structural drawings.
- **\*\*WSEC - Alterations / Remodel Worksheet:** Required for change of use projects that add heat, remodels, and new construction that include heat
- **\*\*WSEC - Certificate of Product Ratings:** Required for most mechanical systems.
- **\*\*WSEC - Glazing Schedule:** Required for heated projects that have windows
- **\*\*WSEC - Heat Load Calculations:** Required when heat systems are being added or changed.
- **\*\*WSEC - Heating System Sizing Worksheet:** Required when heat systems are being added or changed.
- **\*\*WSEC - Prescriptive Energy Code Compliance:** Required for change of use projects that add heat, remodels, and new construction that include heat

\*\*For WSEC files, please use the templates provided at [WSU Energy Program > Building Efficiency > Energy Code](#)

# Attachments

- ▶ Upload all attachments applicable to a project.
- ▶ Incomplete file sets will either not be reviewed, or additional fees may be added
- ▶ Click on the file category that you would like to upload, or select the file category from the drop-down list
  - ▶ Locate the file on your computer, and then click open



# Attachments

 <b>Construction Plans</b> 2_v1.pdf Size: 2.1 MB <a href="#">Remove</a>	 <b>Equipment Cutsheets</b> 3_v1.pdf Size: 3.48 MB <a href="#">Remove</a>	 <b>Site Plan</b> PRELIM SITE PLAN_v1.pdf Size: 148.78 KB <a href="#">Remove</a>	 <b>Structural Calculations</b> 4_v1.pdf Size: 3.91 MB <a href="#">Remove</a>
 <b>Truss Calculations</b> 5_v1.pdf Size: 3.93 MB <a href="#">Remove</a>	 <b>WSEC - Certificate of Product Ratings</b> 6_v1.pdf Size: 3.28 MB <a href="#">Remove</a>	 <b>WSEC - Glazing Schedule</b> 1_v1.pdf Size: 4.58 MB <a href="#">Remove</a>	 <b>WSEC - Heat Load Calculations</b> 20231228105111_v1.pdf Size: 4.58 MB <a href="#">Remove</a>
 <b>WSEC - Heating System Sizing Worksheet</b> U64875E9X1111113_0123202 Size: 1.78 MB <a href="#">Remove</a>	 <b>WSEC - Prescriptive Energy Code...</b> U64875E9X1111113_0123202 Size: 1.52 MB <a href="#">Remove</a>	<div data-bbox="802 935 1082 1349"><p>Select Type ▾</p><h3>Add Attachment</h3><p>+</p><p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...</p></div>	

▶ Continue uploading files until the file set is complete

▶ Click "Next"

▶ Troubleshooting:

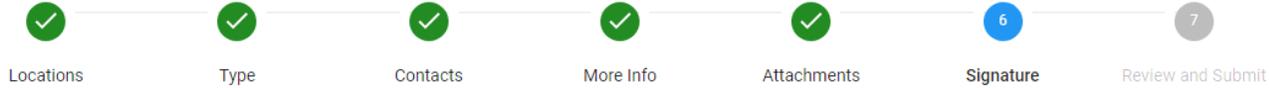
▶ Each file can only be added once (same file cannot be used for different file categories)

▶ Check that it is a supported file type

▶ The supported file types change with each file category

Apply for Permit - Residential Building Permit

\*REQUIRED



SIGNATURE

I hereby acknowledge that I have read this application and state that the above information is correct, and agree to comply with all County Ordinances and State Laws regulating activities covered by this permit.

I understand that I am responsible for verifying the accuracy of this permit, and that this permit is valid only for the use specified herein; any change must be approved by the county.

\* Please type your name as consent to electronically sign this application.

Amber Jannausch

Enable Type Signature

Amber Jannausch

Amber Jannausch  
January, 17 2024

---

X *Amber Jannausch*

Back

Create Template

Save Draft

Next

# Signature

- ▶ Sign the application
- ▶ You can either type your signature or draw it
- ▶ Click "Next"



Submit

Locations

Location   141 Cline Spit Rd , Sequim, WA, , 98382

Basic Info

Type   Residential Building Permit  
Description  
Applied Date   05/06/2024

Contacts

Applicant   Amber Jannausch  
223 E 4th , Port Angeles, WA, , 98362  
Owner   Clallam County  
Contractor   Example Contracting

✔ Your application was successfully submitted!

Your application has been received. Note: Plan review fees must be paid before an application is put in queue to be reviewed.

Continue to permit

Applying for a Permit / Plan

# Review and Submit Application

- ▶ Review the contents of the application
- ▶ If all the information is complete and accurate, click "Submit"

▶ **NOTE:** Over the next 24-48 hours (M-F), the application will be reviewed for completeness and fees will be invoiced.

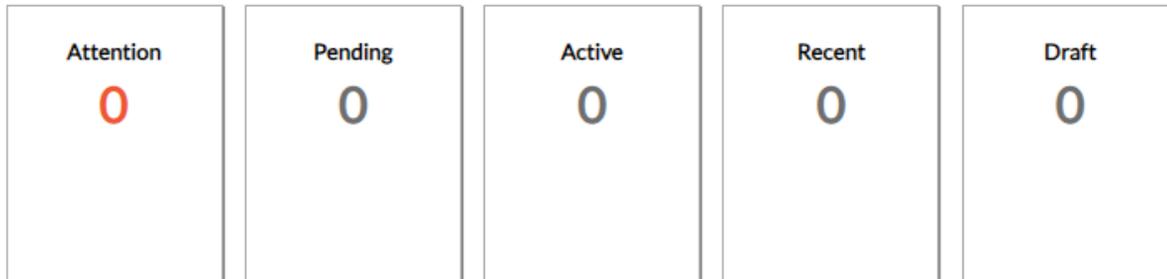
- ▶ Plan review fees (if applicable) must be paid prior to being put in queue for plan review.

### My Permits



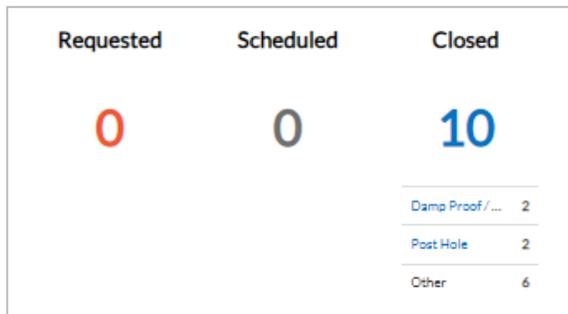
[View My Permits](#)

### My Plans



[View My Plans](#)

### My Inspections



[View My Inspections](#)

### My Invoices

Current	\$0.00
Past Due	\$0.00
<b>Total</b>	<b>\$0.00</b>

[View My Invoices](#)

# Navigating the Dashboard

## ► My Permits/My Plans:

- **Attention:** Permits/Plans that have items that need to be resolved (such as inspections or holds)
- **Pending:** Permits and plans that have been submitted but not issued/approved
- **Active:** Non-expired permits in progress
- **Recent:** Most recent cases that you have visited
- **Draft:** Saved applications that have not been submitted

## ► My Inspections:

- **Requested:** Inspections that have been requested but have not been scheduled by the inspector
- **Scheduled:** Inspections that have been acknowledged and placed on the schedule for a specific date and inspector

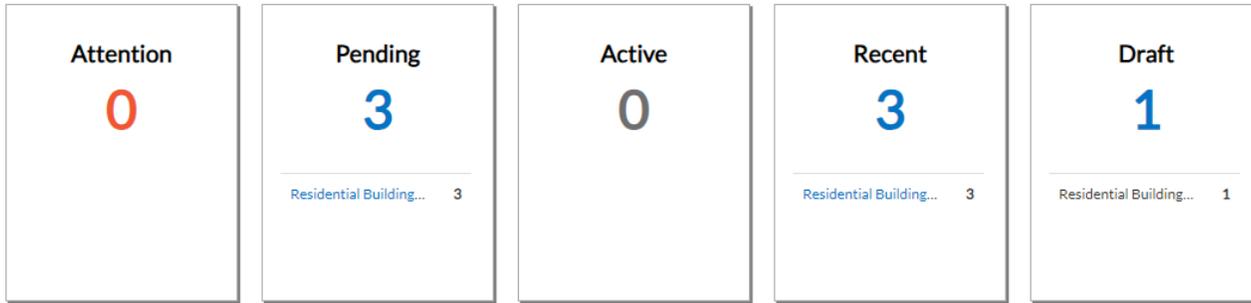
► **Closed:** Completed inspections

## ► My Invoices:

- **Current:** Any invoices that are available for payment
- **Past Due:** Invoices that should be paid immediately

► **NOTE:** Invoices automatically generate due dates of 30 days, however, this is not always accurate depending on the permit/plan type. Check with the department about any questionable past due invoices

## My Permits



[View My Permits](#)

## My Work

[MY INVOICES](#) [MY PERMITS](#) [MY PLANS](#)

Search... [Export to Excel](#)

Display: All Records Updated In: Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
<a href="#">BRES2024-00028</a>		141 Cline Spit Rd Sequim, 9...	Residential Building Permit	Submitted - Onli...	Recent, Pending
<a href="#">BRES2024-00030</a>		141 Cline Spit Rd Sequim, 9...	Residential Building Permit	Submitted - Onli...	Recent, Pending
<a href="#">BRES2024-00027</a>		254 LA PALOMA LN PORT ...	Residential Building Permit	Submitted	Recent, Pending

Showing 3 records.

# Navigating the Dashboard

- ▶ Access your submitted permit
  - ▶ From the dashboard, click on “View My Permits”
  - ▶ Click on the permit that you want to view

Permit Number: BRES2024-00031

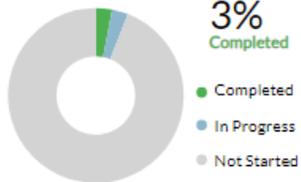
Add to Cart

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Residential Building Permit	Status:	Submitted - Online	Project Name:	
IVR Number:	107943	Applied Date:	05/06/2024	Issue Date:	
District:		Assigned To:		Expire Date:	
Finalized Date:					
Description:					

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

### Progress



### Workflow

- Confirm Application Complete - Passed: 05/06/2024
- Building Permit Application Departmental Reviews (Residential) - Started - Scheduled for 05/28/2024
- Confirm Pre-Issuance Requirements Met
- Issue Permit
- Setback -
- Concrete Slab -
- Footing -
- Post Hole -
- Foundation Wall -

### Available Actions

- Unpaid Fees \$1,795.45 06-05-2024 [Pay Now](#)
- Unpaid Fees \$1,162.82 06-05-2024 [Pay Now](#)

### Fees

\$2,958.27

[View Details](#)

[Add to Cart](#)

# Overview: My Permits

▶ 1. This section provides a general overview of the project and its status and important dates

▶ 2. Where you can navigate to see different details of the project.

▶ Some tabs, such as inspections, fees, and sub-records will be populated during the progression of the permit

▶ 3. Progress gives a generalized idea as to how much of the permit steps have been completed

▶ 4. Displays any open fees that can be paid

▶ 5. This section will state what steps there are throughout the entire permit process

▶ During the application review, steps may be added or removed based on the project attributes

▶ Revisions may also cause changes to the workflow

▶ As work is completed, the circles will become filled in, and progress will be noted on the progression meter

▶ 6. Additional actions may become available during the application review process

▶ Fees

▶ Sub permits/plans

▶ Additional requirements

Fee Summary

Total Fees: \$2,958.27      Paid Fees: \$0.00      Unpaid Fees: \$2,958.27      [Add to Cart](#)

Remaining Fees Sort Fee ▾

Fee	Invoice	Computed	Amount Due
Building Permit Fee	INV-00000035	\$1,788.95	\$1,788.95
Plan Review - Residential	INV-00000032	\$1,162.82	\$1,162.82
State Building Code Tax - Residential	INV-00000035	\$6.50	\$6.50

Results per page 10 ▾ 1 - 3 of 3 << < 1 > >>

Invoice Number: INV-00000032

[Add to Cart](#) 

Invoice Total: \$1,162.82

Status: Due      Invoice Date: 05/06/2024      Due Date: 06/05/2024

Description: NONE

Primary Fees Sort Fee Name ▾

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Plan Review - Residential	\$1,162.82	\$1,162.82	BRES2024-00031	Permit	

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

# Fees

- ▶ Click on the “Fees” tab
- ▶ This will display the invoices and fees that are associated with the project
- ▶ Each department has their own policy on when fees are due
  - ▶ Example: For building permits, fees are typically due after the application is reviewed, but before the plans are reviewed
    - ▶ See instructions on the application submittal success page
  - ▶ Contact the department directly with any fee questions
- ▶ Click “Add to Cart” and then “Go To Cart”
  - ▶ Follow on screen instructions to pay for the invoice

Permit Number: BRES2024-00031

Add to Cart

- A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type: Residential Building Permit      Status: Submitted - Online      Project Name:

IVR Number: 107943      Applied Date: 05/06/2024      Issue Date:

District:      Assigned To:      Expire Date:

Finalized Date:

Description:

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds 1

More Info

### Progress

3% Completed

- Completed
- In Progress
- Not Started

### Workflow

- Confirm Application Complete - Passed : 05/06/2024
- Building Permit Application Departmental Reviews (Residential) - Started - Scheduled for 05/28/2024
- Confirm Pre-Issuance Requirements Met
- Issue Permit
- Setback -
- Concrete Slab -
- Footing -
- Post Hole -
- Foundation Wall -

### Available Actions

- Unpaid Fees \$1,795.45 06-05-2024 Pay Now
- Unpaid Fees \$1,162.82 06-05-2024 Pay Now

### Fees

**\$2,958.27**

View Details Add to Cart

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds 1

More Info

Existing Holds | Next Tab | Permit Details | Main Menu

Existing Holds

Sort Description

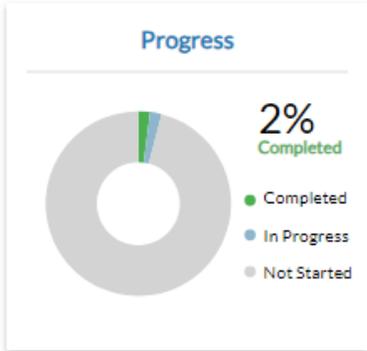
Name	Description	Comments	Hold Date	Status
Water Mitigation Required	Water Mitigation needs to be purchased, determined, or grandfathered in through the Dungeness Water Exchange at <a href="https://www.dungenesswaterexchange.org/">https://www.dungenesswaterexchange.org/</a>		05/06/2024	Active

# Application Review

## ► Confirm Application Complete

- Information provided will be reviewed for accuracy
- Fees will be invoiced and made available to pay
- Holds and additional requirements may be added
  - Holds, such as Water Mitigation through the Dungeness Water Exchange, typically must be resolved prior to issuance of the permit

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments
- Contacts
- Sub-Records
- Holds 1
- More Info



### Fees

**\$2,958.27**

[View Details](#) [Add to Cart](#)

- ### Workflow
- Confirm Application Complete - Passed : 05/06/2024
  - Building Permit Application Departmental Reviews (Residential) - Started - Scheduled for 05/28/2024
  - Address Assignment Needed - New Address
  - Stormwater Management Plan Needed - Residential - Standard
  - Water Availability Verification Case Needed
  - Water Mitigation Certificate Recorded
  - Confirm Pre-Issuance Requirements Met
  - Issue Permit

### Available Actions

Unpaid Fees	<a href="#">Pay Now</a>
\$1,795.45	
06-05-2024	
Unpaid Fees	<a href="#">Pay Now</a>
\$1,162.82	
06-05-2024	

# Application Review

## ▶ Building Permit Application Departmental Reviews

▶ Application and submitted documents will be distributed to each department for them to do their reviews

### ▶ During this review process:

- ▶ Additional permits/plans may need to be applied for
- ▶ Inspection and workflow items will be adjusted
- ▶ Documents will be marked up
- ▶ Fees may be adjusted
- ▶ Plan review may result in corrections that need to be addressed and resubmitted for review

Existing Sub-Records

Sort Record Number ▾

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
Address	<a href="#">Apply</a>
Stormwater Management Residential	<a href="#">Apply</a>
Water Availability Verification Application	<a href="#">Apply</a>

Results per page 10 ▾ 1 - 3 of 3 << < 1 > >>

# Application Review

- ▶ Sub-Records are additional plans/permits that need to be applied for
  - ▶ Clicking on the “Apply” button will link you to the application page for that permit/plan type
  - ▶ Sub-records must be approved prior to issuance of the main permit

Existing Sub-Records

Sort Record Number ▾

Record Number	Type	Status
WSTRM2024-00012	Stormwater Management Residential	Submitted - Online
BADR2024-00007	Address	Submitted - Online
HH2O2024-00002	Water Availability Verification Application	Submitted - Online

Results per page 10 ▾ 1 - 3 of 3 << < 1 > >>

### Progress

12% Completed

- Completed
- In Progress
- Not Started

### Workflow

- Address Assignment Needed - New Address - Passed
- Confirm Application Complete - Passed : 05/06/2024
- Building Permit Application Departmental Reviews (Residential) - Not Passed : 05/08/2024**
- Water Mitigation Certificate Recorded - Passed : 05/08/2024
- Water Availability Verification Case Needed - Passed : 05/08/2024
- Stormwater Management Plan Needed - Residential - Standard - Passed : 05/08/2024
- Building Permit Application Departmental Reviews (Residential)

### Available Actions

- Resubmit File** 9.pdf Next Version: 2 [Resubmit](#)
- Unpaid Fees** \$1,795.45 05-05-2025 [Pay Now](#)
- Unpaid Fees** \$1,162.82 06-05-2024 [Pay Now](#)

### Fees

**\$2,958.27**

[View Details](#) [Add to Cart](#)

**Building Permit Application Reviews - Residential**

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	05/06/2024	05/28/2024	05/08/2024

**BPT - Building Plans Review - Residential • Requires Re-submit • Jannausch Amber • Completed : 05/08/2024**

Due Date	Completed Date
05/28/2024	05/08/2024

**Correction (1)**

Correction Type	General	Category	General Correction	<a href="#">Respond</a>
Corrective Action	Address redlines on heating system sizing worksheet			
Comment	Used for general corrections			

[Update Responses](#)

- BPT - Stormwater Review • Approved • Plasch Amy • Completed : 05/08/2024**
- BPT - Septic Review • Approved • Completed : 05/08/2024**
- BPT - Roads Review • Approved • Plasch Amy • Completed : 05/08/2024**
- BPT - Potable Water Review • Approved • Feller Adar • Completed : 05/08/2024**
- BPT - Planning Department Review • Approved • Valenzuela Enrique • Completed : 05/08/2024**

# Plan Review

► In this example, it was determined that the building plans that were submitted need to be revised and reviewed again

► This can be seen in three locations:

- Summary – “Not Passed” step in the workflow and an Available Action to resubmit file
- Reviews – Correction specified under one review
- Attachments – Document that needs to be resubmitted

Attachments

Sort Needs Action

At least one file needs to be resubmitted.

 <p>WSEC - Prescriptive Energy Code Compliance</p> <p>WSEC-10_v1.pdf</p> <p>Size: 1.24 MB</p> <p>Uploaded: 05/06/2024</p>	 <p>WSEC - Heating System Sizing Worksheet</p> <p>Version: 1</p> <p>Status: Required For</p> <p>Resubmit Instructions: Amber Jannausch: Please address comments on plans</p> <p>Resubmit Markups</p>	 <p>WSEC - Glazing Schedule</p> <p>WSEC-7_v1.pdf</p> <p>Size: 1.46 MB</p> <p>Uploaded: 05/06/2024</p>	 <p>WSEC - Certificate of Product Ratings</p> <p>6_v1.pdf</p> <p>Size: 1.38 MB</p> <p>Uploaded: 05/06/2024</p>
 <p>WSEC - Heat Load Calculations</p> <p>8_v1.pdf</p> <p>Size: 128.9 KB</p> <p>Uploaded: 05/06/2024</p>	 <p>Equipment Cutsheets</p> <p>2_v1.pdf</p> <p>Size: 502.66 KB</p> <p>Uploaded: 05/06/2024</p>	 <p>Site Plan</p> <p>3_v1.pdf</p> <p>Size: 150.9 KB</p> <p>Uploaded: 05/06/2024</p>	

Markups

Text	Added By	Page
Revisions needed	Amber Jannausch	1

Update Response(s) Close

# Plan Review

► In this example, it was determined that the building plans that were submitted need to be revised and reviewed again

► This can be seen:

- Summary – “Not Passed” step in the workflow and an Available Action to resubmit file
- Reviews – Correction specified under one review
- Attachments – Document that needs to be resubmitted

► Within the attachment screen, a list of markups can viewed

► **NOTE:** Not all markups are listed. Best practice is to open each document to review any markups that may have been added

# Plan Review

## Resubmit File(s)



## Files

WSEC - Heating System Sizing Worksheet Supported: .pdf

File	Version	Resubmit Instructions
WSEC-9_v1.pdf	1	Amber Jannausch: Please address comments on plans

### Markups

Text	Added By	Page	
Revisions needed	Amber Jannausch	1	<a href="#">Hide Response</a>
<input type="text" value="Revised file has been uploaded"/>			

Next

► In lieu of a plan review letter, the items that need to be addressed will be on the review and attachments screens

► Items can be addressed on the individual screens or altogether when resubmitting a file

► In this example, items are addressed when uploading the new file

► Respond to markups as needed on the individual files

## Reviews

All reviews in red must be acknowledged before continuing.

### Building Permit Application Reviews - Residential

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	05/06/2024	05/28/2024	05/08/2024

#### ✓ BPT - Building Plans Review - Residential • Requires Re-submit • Jannausch Amber • Completed : 05/08/2024

Due Date	Completed Date
05/28/2024	05/08/2024

#### Correction (1)

Correction Type	General	Category	General Correction	<a href="#">Hide Response</a>
Corrective Action	Address redlines on heating system sizing worksheet			
Comment	Used for general corrections			

Items have been corrected and new file has been submitted; please see attachment

Acknowledge

[Back to Record](#)

### Resubmit File(s)



Files



Reviews

3

Resubmit

### Resubmit

WSEC - Heating System Sizing Worksheet

Supported: .pdf

[Select File](#)

File	Version	Resubmit Instructions
WSEC-9_v1.pdf	1	Amber Jannausch: Please address comments on plans

[Back](#)

[Submit](#)

# Plan Review

- ▶ Acknowledge corrections
- ▶ Select file to resubmit

◀ Back to Record

### Resubmit File(s)



Files



Reviews



Resubmit

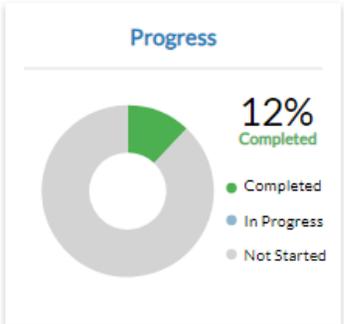
### Resubmit

WSEC - Heating System Sizing Worksheet			Cancel
Previous File	New File	Size:	
WSEC-9_v1.pdf	11.pdf	1.11 MB	

Back

Submit

- Summary
- Locations
- Fees
- Reviews 1
- Inspections
- Attachments ▲
- Contacts
- Sub-Records
- Holds
- More Info



### Fees

**\$2,958.27**

[View Details](#) [Add to Cart](#)

- ### Workflow
- ✓ Address Assignment Needed - New Address - Passed
  - ✓ Confirm Application Complete - Passed : 05/06/2024
  - ❗ Building Permit Application Departmental Reviews (Residential) - Not Passed : 05/08/2024
  - ✓ Water Mitigation Certificate Recorded - Passed : 05/08/2024
  - ✓ Water Availability Verification Case Needed - Passed : 05/08/2024
  - ✓ Stormwater Management Plan Needed - Residential - Standard - Passed : 05/08/2024
  - Building Permit Application Departmental Reviews (Residential)

- ### Available Actions
- ❗ Unpaid Fees [Pay Now](#)  
\$1,795.45  
05-05-2025
  - ❗ Unpaid Fees [Pay Now](#)  
\$1,162.82  
06-05-2024

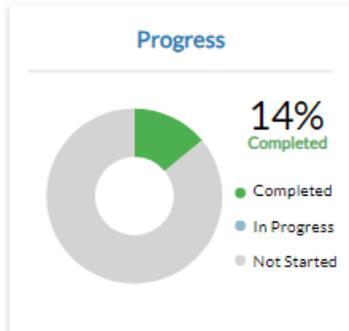
# Plan Review

▶ Submit new file

▶ Once the revision has been submitted, the "Resubmit File" action item is removed from the summary screen

# Plan Review

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments ⚠️
- Contacts
- Sub-Records
- Holds
- More Info



### Fees

**\$2,958.27**

[View Details](#) [Add to Cart](#)

### Workflow

<input type="checkbox"/>	Building Permit Application Departmental Reviews (Residential) - Not Passed : 05/08/2024
<input checked="" type="checkbox"/>	Water Mitigation Certificate Recorded - Passed : 05/08/2024
<input checked="" type="checkbox"/>	Water Availability Verification Case Needed - Passed : 05/08/2024
<input checked="" type="checkbox"/>	Stormwater Management Plan Needed - Residential - Standard - Passed : 05/08/2024
<input checked="" type="checkbox"/>	Building Permit Application Departmental Reviews (Residential) - Passed : 05/20/2024
<input type="checkbox"/>	Confirm Pre-Issuance Requirements Met

### Available Actions

<input type="checkbox"/>	Unpaid Fees	<a href="#">Pay Now</a>
	\$1,795.45	05-05-2025
<input type="checkbox"/>	Unpaid Fees	<a href="#">Pay Now</a>
	\$1,162.82	06-05-2024

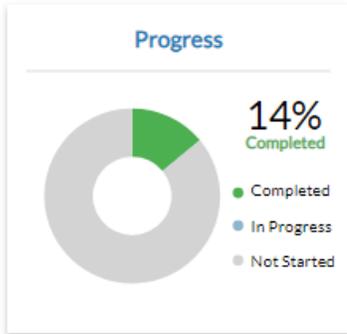
► Once all the reviews have been completed and approved, the workflow step will become green

► The original failed review will always remain red

► **NOTE:** Many iterations of plan review may need to be done to achieve acceptable plans for construction

► Additional fees may apply for additional reviews

- Summary
- Locations
- Fees
- Reviews
- Inspections
- Attachments ⚠️
- Contacts
- Sub-Records
- Hold**
- More Info



### Fees

**\$2,958.27**

[View Details](#) [Add to Cart](#)

### Workflow

❌	Building Permit Application Departmental Reviews (Residential) - Not Passed : 05/08/2024
✅	Water Mitigation Certificate Recorded - Passed : 05/08/2024
✅	Water Availability Verification Case Needed - Passed : 05/08/2024
✅	Stormwater Management Plan Needed - Residential - Standard - Passed : 05/08/2024
✅	Building Permit Application Departmental Reviews (Residential) - Passed : 05/20/2024
<input type="checkbox"/>	Confirm Pre-Issuance Requirements Met

### Available Actions

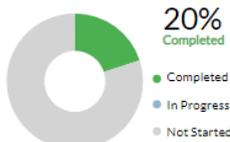
⚠️	Unpaid Fees	\$1,795.45	05-05-2025	<a href="#">Pay Now</a>
⚠️	Unpaid Fees	\$1,162.82	06-05-2024	<a href="#">Pay Now</a>

# Confirm Pre-Issuance Requirements are Met

- ▶ At this point, any remaining fees must be paid to proceed with the building permit
  - ▶ In this example, the fees were deleted to be allowed to proceed in the process
- ▶ Items that may need to be addressed:
  - ▶ Other department requirements
  - ▶ Holds

Summary Locations Fees Reviews Inspections Attachments **▲** Contacts Sub-Records Holds More Info

### Progress



20% Completed

- Completed
- In Progress
- Not Started

### Workflow

(Residential) - Passed : 05/20/2024

- ✓ Confirm Pre-Issuance Requirements Met - Passed : 05/20/2024
- ✓ Issue Permit - Passed : 05/20/2024
- Setback -
- Footing -
- Foundation Wall -
- Underslab Plumbing -
- Underfloor Framing -
- Truss Review (Deferred Submittal)

### Available Actions

- Request Inspection Setback [Request](#)
- Request Inspection Footing [Request](#)

### Fees

**\$0.00**

[View Details](#) [Add to Cart](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort Needs Action ▼

 <p>Building Department Permit.pdf Size: 128.2 KB Uploaded: 05/23/2024 Notes: Please print and have available on site.</p>	 <p>Inspection Card.pdf Size: 181.89 KB Uploaded: 05/23/2024 Notes: Please print and have available on site.</p>	 <p>WSEC - Heating System Sizing Worksheet WSEC-11_v2.pdf Size: 1.11 MB Uploaded: 05/20/2024</p> <p><a href="#">History</a></p>	 <p>WSEC - Prescriptive Energy Code Compliance WSEC-10_v1.pdf Size: 1.24 MB Uploaded: 05/06/2024</p>
 <p>WSEC - Glazing Schedule WSEC-7_v1.pdf Size: 1.46 MB Uploaded: 05/06/2024</p>	 <p>WSEC - Certificate of Product Ratings 6_v1.pdf Size: 1.38 MB Uploaded: 05/06/2024</p>	 <p>WSEC - Heat Load Calculations 8_v1.pdf Size: 128.9 KB Uploaded: 05/06/2024</p>	 <p>Equipment Cutsheets 2_v1.pdf Size: 502.66 KB Uploaded: 05/06/2024</p>

# Issue Permit

- ▶ When all requirements have been met, the permit and inspection card will be issued
- ▶ The “Hard Copy” of the permit and inspection card will be available in the Attachments tab
- ▶ **IMPORTANT:** All attachments need to be printed **IN COLOR** and be available on site for the inspectors
- ▶ Attachments added during the progression of the permit will also need to be printed and available onsite



**Clallam County**  
**Building Department**  
 223 E. 4th St. Suite 5  
 Port Angeles, WA 98362

# Permit

Permit NO.: BRES2024-00031

Permit Type: **Building - Residential**

Work Classification: **Residential**

Permit Status: **Issued**

Issue Date: 05/20/2024

Expiration: 05/20/2026

Submit → Issue Permit

# Building Permit

- ▶ Permit number
- ▶ Issue and Expiration dates
- ▶ Address
- ▶ Contacts
- ▶ Fees Due and Fees Paid
- ▶ Inspection Request Number
- ▶ List of Inspections
  - ▶ Will not be signed off in this location

**Location Address**

141 Cline Spit Rd, Sequim, WA 98382

**Contacts**

Clallam County (360)417-2318	<b>Owner</b>	Amber Jannausch 223 E 4th, Port Angeles, WA 98362 ajclallamcounty@outlook.com	<b>Applicant</b>
Example Contracting (132)456-7890	<b>Contractor</b>		

<b>Description:</b>	<b>Valuation:</b> \$0.00	<b>Inspection Requests:</b> (24 hr/day): (360) 417-2518 Please have your permit number, address, and type of inspection ready
	<b>Total Sq Feet:</b> 0.00	

Fees	Amount
Deferred Submittal - Trusses - Residential	\$75.00
WSEC Compliance - Residential	\$75.00
<b>Total:</b>	<b>\$150.00</b>

Payments	Amt Paid
<b>Total Fees</b>	
<b>Amount Due:</b>	

Inspections:	
Inspection Type	
Setback	
Footing	
Foundation Wall	
Underslab Plumbing	
Underfloor Framing	
Rough-in Plumbing	
Hold-Down Inspection	
Exterior Braced / Shear Wall Inspection	
Heating / Chimney Clearance	
Interior Fuel Gas Piping & Pressure Test	
Framing	
Airseal	
Glazing	
Insulation - Walls	
Exterior Underground Fuel Gas Piping & Pressure Test	
Interior Braced / Shear Wall Inspection	
Shower Pan	
Chimney Flue Liner	
Insulation - Ceiling	
Insulation - Floors	
Mechanical Equipment	
Propane Tank	
Smoke / Heat Detector	
Solar Panel	
Wood/Pellet/Propane/Fir eplace Insert or Stove	

These will always be blank →



**Clallam County  
Building Department**  
223 E. 4th St. Suite 5  
Port Angeles, WA 98362

# Permit

Permit NO.: BRES2024-00031

Permit Type: **Building - Residential**

Work Classification: **Residential**

Permit Status: **Issued**

Issue Date: 05/20/2024

Expiration: 05/20/2026

WSEC Compliance - Residential	
Final - Residential Building	

Submit → Issue Permit

# Building Permit

► Project Attributes

### Additional Information

**General Description of Project:** Single Family Dwelling  
**Scope Of Work:** Single family dwelling with attached garage  
**Number of Stories:** 1  
**Number of Bedrooms:** 3  
**Number Of Bathrooms:** 2  
**Number of Plumbing Drains:** 10  
**Heat Source - Primary:** Electric - Heat Pump - Ductless  
**Existing Propane Tank?:** No  
**Location of Propane Tank:** Above Ground  
**Propane Tank Size (Gallons):** 125  
**New Gas Appliances:** Fireplace, Range Top / Oven  
**First Floor:** 1720  
**Deck:** 250  
**Covered Porch/Patio:** 75  
**Garage:** 800

May 20, 2024

Issued By: \_\_\_\_\_

Date



**Clallam County  
Building Department**  
223 E. 4th St. Suite 5  
Port Angeles, WA 98362

Permit NO. <b>BRES2024-00031</b> Permit IVR Number: <b>107943</b>	
<b>INSPECTION RECORD</b>	Type: <b>Building - Residential</b> Workclass: <b>Residential</b> Permit Status: <b>Issued</b>
Issue Date: <b>5/20/2024</b>	Expires: <b>05/20/2026</b>

Submit → Issue Permit

**Inspection Hotline (24 hr/day): (360) 417-2518**  
Please have your permit number, address, and type of inspection ready.

**POST ON SITE**

<b>Owner's Name:</b> Clallam County	<b>Owner's Phone:</b> (360)417-2318
<b>Job Address:</b> 141 Cline Spit Rd Sequim, WA 98382	<b>Total Square Feet:</b> 0 <b>Total Job Valuation:</b> \$0.00

These will always be blank

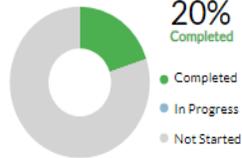
Contractor(s)	Phone	Address
Example Contracting	(132)456-7890	

Inspection	Comments	Pass	Date
Setback			
Footing			
Foundation Wall			
Underslab Plumbing			
Underfloor Framing			
Rough-in Plumbing			
Hold-Down			
Exterior Braced / Shear Wall			
Heating / Chimney Clearance			
Interior Fuel Gas Piping & Pressure Test			
Framing			
Airseal			
Glazing			
Insulation - Walls			
Ext. Underground Fuel Gas Piping & Pressure Test			
Interior Braced / Shear Wall			
Shower Pan			
Chimney Flue Liner			
Insulation - Ceiling			
Insulation - Floors			
Mechanical Equipment			
Propane Tank			
Smoke / Heat Detector			
Solar Panel			
Wood/Pellet/Propane/Fireplace Insert or Stove			
WSEC Compliance - Residential			
Final - Residential Building			

# Inspection Record

- ▶ Permit Number
- ▶ IVR Number – Not functioning
- ▶ Issue and Expiration dates
- ▶ Inspection Hotline
- ▶ Project Overview
- ▶ List of Inspections and their status
  - ▶ This is where the “hard copy” of your permit inspections will be kept
  - ▶ Inspection status, comments, pictures, etc., will also be available online

### Progress



20% Completed

- Completed
- In Progress
- Not Started

### Workflow

- ✓ Stormwater Management Plan Needed - Residential - Standard - Passed : 05/08/2024
- ✓ Building Permit Application Departmental Reviews (Residential) - Passed : 05/20/2024
- ✓ Confirm Pre-Issuance Requirements Met - Passed : 05/20/2024
- ✓ Issue Permit - Passed : 05/20/2024
- Setback -
- Footing -
- Foundation Wall -

### Available Actions

- Request Inspection Setback Request
- Request Inspection Footing Request

### Fees

\$0.00

[View Details](#) [Add to Cart](#)

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

**Existing Inspections**

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

**Request Inspections**

Sort Order

Description	Reinspection	Action
Setback	No	<input type="checkbox"/>
Footing	No	<input type="checkbox"/>
Post Hole Inspection	No	<input type="checkbox"/>
Foundation Wall	No	<input type="checkbox"/>
Under-slab Plumbing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Hydronic In-Floor Heat	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Concrete Slab	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Damp Proof / Drain Tile	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Underfloor Inspection	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.
Rough-in Plumbing	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 1 - 10 of 33 << < 1 2 3 4 > >>

Request Inspection

Submit → Issue Permit

# Requesting Inspections

▶ Inspections can still be requested using the phone system at this time

▶ If using the online system, the “Available Actions” section on the “Summary” screen shows the inspections that are available to be requested

▶ You can also open the “Inspections” tab and then select inspections there

▶ With this option, multiple inspections can be requested on the same screen

▶ If the inspection you are looking for is not listed, there might be other requirements or inspections that need to be met prior to requesting it

▶ Contact the Building Department with any questions

▶ **NOTE:** For older permits not initially started on this new system, you **MUST** utilize the phone system for at least the first inspection request to allow for updates to the permit

Submit → Issue Permit

# Requesting Inspections

- ▶ Enter the requested information and then click submit
  - ▶ Please provide a gate code if applicable
  - ▶ If the plans and permit are in a specific location, provide that information here
- ▶ When scheduling multiple inspections, you can select the box to use the same date for all
- ▶ Once submitted, it will be shown as requested

2 #BRES2024-00007

Inspection Type: Footing      Case Type: Residential Building Permit

Address: 141 Cline Spit RD Sequim, WA 98382

\* Requested Date: 07/05/2024

Comments/Gate Code

Use same date for all

Submit

3 #BRES2024-00007

Inspection Type: Post Hole      Case Type: Residential Building Permit

Address: 141 Cline Spit RD Sequim, WA 98382

\* Requested Date: 07/05/2024

Comments/Gate Code

Submit

1 Case #BRES2024-00007

Inspection Type: Setback

Case Type: Residential Building Permit

Address: 141 Cline Spit RD Sequim, WA 98382

---

Requested Date: 07/05/2024

Comments/Gate Code



Today's Inspections

Search for Case Number, Inspection Type, Address

Exact Match

\*Date 07/02/2024

Exclude Completed

Export

Sort Case Number

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
<a href="#">IBLD-000511-2024</a>	BRES2024-00007	Permit	Foundation Wall	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Scheduled	4
<a href="#">IBLD-000510-2024</a>	BRES2024-00007	Permit	Post Hole	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Scheduled	3
<a href="#">IBLD-000509-2024</a>	BRES2024-00007	Permit	Footing	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Scheduled	1
<a href="#">IBLD-000508-2024</a>	BRES2024-00007	Permit	Setback	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Scheduled	2

Results per page  1 - 4 of 4 << < 1 > >>

\*Date 07/02/2024

Exclude Completed

Export

Sort Case Number

View Inspection	Case Number	Case Type	Inspection Type	Address	Primary Inspector	Estimated Start Time	Estimated End Time	Status	Order
<a href="#">IBLD-000511-2024</a>	BRES2024-00007	Permit	Foundation Wall	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Scheduled	4
<a href="#">IBLD-000509-2024</a>	BRES2024-00007	Permit	Footing	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Passed	1
<a href="#">IBLD-000508-2024</a>	BRES2024-00007	Permit	Setback	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Passed	2
<a href="#">IBLD-000510-2024</a>	BRES2024-00007	Permit	Post Hole	141 Cline Spit RD Sequim WA 98382	Faulk, Bill			Failed - Re-inspection required	3

Submit → Issue Permit

# Daily Routing

► By clicking on "Today's Inspections" you can view the routing for the day, including:

- Inspector
- Order
- Types of inspections requested
- Addresses

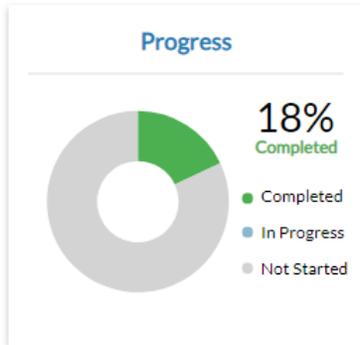
► As inspections are completed, their statuses will be updated so that later inspections will have a better idea of when the inspector will be there

► Inspection routing for different days can be seen by adjusting the date

- Routing order is not finalized until the day of the inspection

# Inspection Results and Fees

- Summary
- Locations
- Fees
- Reviews
- Inspections 1
- Attachments
- Contacts
- Sub-Records
- More Info



### Fees

\$0.00

[View Details](#) [Add to Cart](#)

### Workflow

✓ Building Permit Application Departmental Reviews (Residential) - Passed : 07/02/2024
✓ Confirm Application Complete - Passed : 07/02/2024
✓ Issue Permit - Passed : 07/02/2024
✓ Confirm Pre-Issuance Requirements Met - Passed : 07/02/2024
✓ Setback - Passed : 07/02/2024
✓ Footing - Passed : 07/02/2024
❌ Post Hole - Failed - Re-inspection required : 07/02/2024
✓ Foundation Wall - Passed : 07/02/2024

### Available Actions

⚠️ Failed - Re-inspection require Post Hole Inspection	<a href="#">Reschedule</a>
---	----------------------------

- ▶ Inspection results can be seen from the “Summary” or “Inspection” screens
- ▶ If a re-inspection is required, it will be an “Available Action”
- ▶ If an inspection fails two times, a re-inspection fee will be assessed and must be paid prior to scheduling another inspection
- ▶ Inspection fees may also be assessed in the following situations:
  - ▶ An inspector shows up for an inspection and the project is not ready
  - ▶ The plans and permit documents are not readily available
  - ▶ A gate code is required but not provided

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
IBLD-000515-2024	Concrete Slab	Passed	07/02/2024	07/02/2024	Faulk Bill	
IBLD-000516-2024	Damp Proof / Drain Tile	Partial Pass	07/09/2024	07/09/2024	Jannausch Amber	
IBLD-000509-2024	Footing	Passed	07/05/2024	07/02/2024	Faulk Bill	
IBLD-000511-2024	Foundation Wall	Passed	07/05/2024	07/02/2024	Faulk Bill	
IBLD-000514-2024	Hydronic In-Floor Heat	Passed	07/02/2024	07/02/2024	Faulk Bill	
IBLD-000510-2024	Post Hole Inspection	Failed - Re-inspection required	07/05/2024	07/02/2024	Faulk Bill	
IBLD-000512-2024	Post Hole Inspection	Passed	07/02/2024	07/02/2024	Faulk Bill	
IBLD-000508-2024	Setback	Passed	07/05/2024	07/02/2024	Faulk Bill	
IBLD-000513-2024	Under-slab Plumbing	Passed	07/02/2024	07/02/2024	Faulk Bill	

Results per page 10 1 - 9 of 9 << < 1 > >>

# Inspection Results and Fees

- ▶ From the “Inspections” tab, select on the inspection that you would like to see the details of
- ▶ Within the inspection record you can view:
  - ▶ Checklist items and their statuses
  - ▶ Any fees associated with the inspection
  - ▶ Attachments – such as photos taken by the inspector or correction notices
  - ▶ Previous inspections on the permit

Inspection Number: IBLD-000516-2024

Inspection Details | Tab Elements | Main Menu

Inspection Type: Damp Proof / Drain Tile Requested Date: 07/09/2024

Inspection Status: Partial Pass Scheduled Date: 07/09/2024 Scheduled Time: 01:58 PM

Permit Number: BRES2024-00007 Completed Date: 07/09/2024 Completed Time: 2:20 PM

Inspector Name: Amber Jannausch

Main Address: 141 Cline Split Sequim, WA 98382

Locations Contacts **Checklist** Fees Attachments Previous

Checklist | Next Tab | Inspection Details | Main Menu

Sort Checklist Item

Checklist Item	Description	Passed	Comments	Order
Corrections	Previous corrections are completed and approved. (R104.4, R109.4)	N/A		1
General Comments	Checklist item used to track general comments not specific to any other checklist item	No		1
Permit and Plans - On Site and Accessible	Permit and approved Plans are on site and accessible to the inspector. (R105.7, R106.1.1, R106.3.1)	Yes		1

Results per page 10 1 - 3 of 3 << < 1 > >>

Inspection Number: IBLD-000516-2024

Inspection Details | Tab Elements | Main Menu

Inspection Type: Damp Proof / Drain Tile Requested Date: 07/09/2024

Inspection Status: Partial Pass Scheduled Date: 07/09/2024 Scheduled Time: 01:58 PM

Permit Number: BRES2024-00007 Completed Date: 07/09/2024 Completed Time: 2:20 PM

Inspector Name: Amber Jannausch

Main Address: 141 Cline Split Sequim, WA 98382

Locations Contacts Checklist Fees **Attachments** Previous

Attachments | Next Tab | Inspection Details | Main Menu

Sort Needs Action



Attachment

ATTACHMENT 6.JPG

Uploaded: 07/09/2024

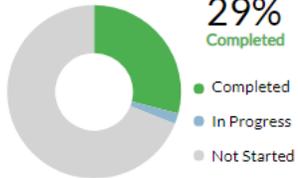
click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...

### Progress



**29%**  
Completed

- Completed
- In Progress
- Not Started

### Workflow

- Foundation Wall - Passed : 07/02/2024
- Post Hole - Passed : 07/02/2024
- Underslab Plumbing - Passed : 07/02/2024
- Hydronic In-Floor Pipe - Passed : 07/02/2024
- Concrete Slab - Passed : 07/02/2024
- Truss Review (Deferred Submittal) - Started - Scheduled for 07/02/2024
- Damp Proof / Drain Tile -
- Underfloor Framing -

### Available Actions

▲ Unpaid Fees  
\$75.00  
08-01-2024

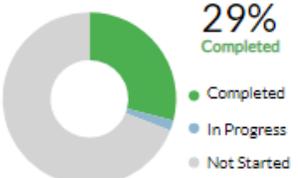
[Pay Now](#)

### Fees

\$75.00

[View Details](#) [Add to Cart](#)

### Progress



**29%**  
Completed

- Completed
- In Progress
- Not Started

### Workflow

- Interior Braced / Shear Wall Inspection -
- Mechanical Underground -
- Shower Pan -
- Final Review - Septic
- Chimney Flue Liner -
- Insulation - Ceiling -
- Insulation - Floors -
- Mechanical Equipment -
- Post Flood Elevation Certificate

### Available Actions

▲ Unpaid Fees  
\$75.00  
08-01-2024

[Pay Now](#)

### Fees

\$75.00

[View Details](#) [Add to Cart](#)

# Inspection Roadblocks

- ▶ Certain items can prevent scheduling an inspection:
  - ▶ **Fees:** Any outstanding fees must be paid prior to scheduling an inspection
  - ▶ **Revisions:** Once a plan revision is submitted, no further advancement in the workflow can be done until it is approved and paid for
  - ▶ **Deferred Submittals:** Such as trusses must be submitted and approved to continue workflow
  - ▶ **Special Inspections:** Must be reviewed and approved
- ▶ Prior to scheduling the final inspections, all department requirements must be met
  - ▶ Septic, sewer, potable water, drainage, road approach, etc.
  - ▶ It is your responsibility to meet these requirements before attempting to schedule a final inspection

# Final Inspections

Summary Locations Fees Reviews Inspections **1** Attachments Contacts Sub-Records Holds **1** More Info

### Progress

**34%**  
Completed

- Completed
- In Progress
- Not Started

### Fees

**\$0.00**

[View Details](#) [Add to Cart](#)

### Workflow

- Chimney Flue Liner -
- Insulation - Ceiling -
- Insulation - Floors -
- Mechanical Equipment -
- Post Flood Elevation Certificate
- Propane Tank -
- Smoke / Heat Detector / CO Detector -
- Solar Panel -
- Wood/Pellet/Propane/Fireplace Insert or Stove -

### Available Actions

- [Request Inspection](#) [Request](#)  
Hold-Down Inspection
- [Request Inspection](#) [Request](#)  
Exterior Braced/Shear Wall Insp
- [Request Inspection](#) [Request](#)  
Heating Chimney Clearance
- [Request Inspection](#) [Request](#)  
Interior Gas Piping Pressure Tes
- [Request Inspection](#) [Request](#)  
Roof Sheathing / Diaphragm Nai

► When scheduling the final inspection, several other inspections should be scheduled as well when applicable to fully finish the project:

- Heating/chimney clearance
- WSEC Compliance
  - This includes the blower door test
- Insulation certificates
- Propane tank
- Solar panels
- Etc.

► **NOTE:** If an inspection is grouped with the final inspection but needs to be completed earlier in the workflow, please contact the building department

# Resources

- ▶ While we are requesting people use the online permitting portal as much as possible, we are still available in person, by phone, or email Monday through Friday, 9:00 AM to 3:30 PM (temporary change in hours)
  - ▶ Building: (360) 417-2318
  - ▶ Code Enforcement: (360) 565-2677
  - ▶ Environmental Health: (360) 417-2506
  - ▶ Planning: (360) 417-2420
  - ▶ Public Works: (360) 417-2310
- ▶ Inspections (and routing) can continue to be requested through the phone line until further notice: (360)417-2518
- ▶ Types of building permits, requirements, and additional information can be found on our website: <https://www.clallamcountywa.gov/1119/Building-Permits>
- ▶ Records: If a record or document is needed and not available online, please utilize a Public Records Request at <https://www.clallamcountywa.gov/971/Request-Public-Records>
- ▶ Printing and Scanning:
  - ▶ In Graphic Detail (Sequim): (360) 582-0002; [cadd@ingraphicdetail.com](mailto:cadd@ingraphicdetail.com); 175 W. Bell St; Sequim, WA 98382
  - ▶ Library:
    - ▶ Port Angeles: (360) 417-8500; 2210 S Peabody St, Port Angeles, WA 98362
    - ▶ Sequim: (360) 683-1161; 609 W Washington St, Unit 21; Sequim, WA 98382
    - ▶ Forks: (360) 374-6402; 171 S Forks Ave; Forks, WA 98331
    - ▶ Clallam Bay: (360) 963-2414; 16690 HWY 112; Clallam Bay, WA 98326

Questions?